



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

### AGENDA September 15, 2015

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday August 15, 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

#### Call to order

#### Roll Call

Sign in Sheet

#### Approval of August Minutes

#### Treasurer's Report

#### Unfinished Business

- *Replacement of Business Manager & Review Job Description (Executive session)*
- *Update on Death in the Field Protocol*

#### Chairman's Report

- *Revised Board Member List*
- *Review of County Fire Company Funds Distribution Processes*
- *Update on response data*
- *Management review process*
- *Discussion of Fire and Rescue Association membership*

#### President JCFRA

*Discussion of the Association and JCESA writing a letter together reference the county paying for portable batteries to the County Administrator.*

#### Director's Report

- *Budget Overview : **Director Denise Pouget***
- *CAD Data progress: **Director Denise Pouget***  
***It's About Saving Lives...***



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- Increase of High Mark monthly premium: **Director Denise Pouget**
- Request transfer from Impact Fee Fund to pay JCESA mortgage by October 1, 2015:  
**Director Denise Pouget**
- Discussion of records management progress: **Director Denise Pouget**
- Establishment of work groups and “Roberts Rules of Order”: **Director Denise Pouget**
  - a) Policy Review for JCESA employees
  - b) Staffing Plan
  - c) Safety and Health
  - d) Community Engagement
  - e) Training and Certification
- Fall Staffing Plan Review : **Captain Robert Burner**
- Community Engagement: **Lieutenant Tam Trafford**
- Heart Safe Community: **Lieutenant Tam Trafford**
- Web site and County E mail addresses for Board members, Volunteer Leadership and JCESA Staff: **Lieutenant Tam Trafford and EMT John Lyons**
- Update on Life Pack Grant: **Deputy Director Ed Hannon**

### Board Member Requests

*JCESA General Fund Positions versus Ambulance Fee Positions*

### Committee Reports

### New Business

Report on JCESA Ordinance (possible executive session)

### Employee Liaison

### Board Member Comments

*Discussion of Directors Leave as an addition to the discussion of JCESA policy work group assignments. (Possible executive session)*

Public Comment (Limit 5 minutes per person)

### Adjournment



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*Members of the public are invited to attend the meeting. The JCESA Operations Center is handicapped accessible. Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business hours.*